

Records and Information Management (RIM)

Secretary of State Linda McCulloch



R I M REPORTER

HURRAY! HURRAY! IT'S MAY!

Need help with your records spring-cleaning
disposal or document conversion?

We can help you!



For long-term records, consider condensed or
centralized storage options:

- ~ microfilming ~
- ~ scanning and indexing ~
- ~ images to microfilm ~
- ~ moving boxes to the cost-effective state
records center ~

Call our office and learn how records and information management can increase
efficiency and cost savings for your agency.

We can be reached at 406-444-9000 or sos.mt.gov/Records

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